



This Schedule Supersedes C-691 dated 7/30/92

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-751

Page No.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY

Anne Arundel County

DIVISION

Real Estate

Item No.	Description	Retention
1	<u>SPACE STUDIES AND PLANS</u> Studies of space needs and architectural plans for Anne Arundel County facilities.	Retain three (3) years, then destroy.
2	<u>REAL PROPERTY FILES</u> Files pertaining to the sale of real property owned by the County, or purchase of real property by the County.	Retain seven (7) years, then destroy.
3	<u>LEASE AGREEMENTS</u> Expired leases of County owned property to others and expired leases of private property to County agencies.	Retain three (3) years, then destroy.

Schedule Approved by
Records Management Officer

Date

2/5/96

Signature

Josephine M. Lynn

Schedule Approved by
Chief Administrative Officer

Date

2/9/96

Signature

J. R. Hall

Schedule Approved by
Agency, or Division Representative

Date

2-7-96

Signature

Teri L. Belcher

Schedule Approved by
State Archivist

Date

FEB 29 1996

Signature

Edward C. Papenfuss Jr.

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page <u>1</u> of <u>3</u>
DEPARTMENT/AGENCY Public Works	2 DIVISION Facilities & Fleet Mgmt.	3 UNIT Real Estate
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.		
4 ELECTRONIC RECORD SERIES TITLE SPACE STUDIES AND PLANS		5 EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1996</u>
6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify use/s of information generated by system	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Studies of space needs and architectural plans for Anne Arundel County facilities.		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM		
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.		
12 RECOMMENDED RETENTION Retain three (3) years, then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER Spurgeon R. Eismeier, Sr.	14 TELEPHONE NUMBER (410) 222-7913	15 DATE January 31, 1996
TITLE OF PREPARER Real Estate Manager		FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A
DGS 550-6		

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				Page <u>2</u> of <u>3</u>	
DEPARTMENT/AGENCY Public Works		2 DIVISION Facilities & Fleet Mgmt.		3 UNIT Real Estate	
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.					
4 ELECTRONIC RECORD SERIES TITLE REAL PROPERTY FILES				5 EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1996</u>	
6 INPUT - Identify source of information to be entered			7 OUTPUT - Identify use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Files pertaining to the sale of real property owned by the County or purchase of real property by the County.					
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DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.			
4 ELECTRONIC RECORD SERIES TITLE LEASE AGREEMENTS		5 EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1996</u>	
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